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FIELD MEMORANDUM # 1106  
November 10, 1944

To: All Ranking Field Personnel

From: A. E. Jones, Acting Chief

Subject: Annual Reports of Conservation Districts

Under the memoranda of understanding which are the basis for Service Assistance to conservation districts, each district agrees to submit an annual report of its activities and accomplishments. Similarly, most districts are furnishing reports to the State Soil Conservation Committee, Board, or commission, in accordance with provisions of the State soil conservation district laws.

A primary consideration is the usefulness of such reports to districts. These reports serve as an enduring measure of progress and accomplishment and as a record of service to the local people, to the public, and to succeeding governing bodies. The next consideration should be the value of such reports to the State Committee. District Governing Bodies should consider first their obligation to the farm and ranch people they serve, and that as administrators they have the responsibility of reporting to the people on their stewardship. Certainly, any report that meets these objectives will fulfill the requirements of the memorandum of understanding and serve as a permanent historical record. It would seem reasonable that copies of a district annual report meeting the needs of the district would suffice for other purposes.

In the past, some district annual reports have been prepared entirely by Soil Conservation Service or other agency personnel and presented to District Governing Bodies for signature. Consequently, such reports have not completely reflected the total accomplishments of the districts, or the thinking of the District Governing Bodies. Actually reports prepared by District Governing Bodies can be of more value to all concerned than those prepared by an agency representative.

The respective State Soil Conservation Committees should take leadership in advising District Governing Bodies concerning their annual reports. Such reports can be very valuable to State Committees in preparing reports for State legislatures, in preparing budget requests, and for many other purposes. In fact, it seems desirable that the State Committee provide each district in the State with comments on its annual report, and distribute to districts, agricultural leaders, and others, State summaries of these reports for all districts in the State, to acquaint the people generally with the activities and accomplishments of districts. This Service, as an agency assisting districts throughout the Nation, will endeavor to

make summaries for the Nation as a whole, and by major agricultural regions. Assisting agencies, in addition to the State Committee, may also desire to offer comments on districts' annual reports.

The State Conservationist should make his services available to the State Committee and other interested groups or individuals in an advisory capacity in developing recommendations for district reports. In accordance with the memorandum of understanding with districts the Service personnel may continue to assist districts upon request in keeping records and preparing reports, but under no circumstances should they accept the full responsibility. The Soil Conservation Service will depend upon in-Service records and reports for necessary information regarding activities of Service personnel, and use of other resources made available for assisting districts.

This memorandum supersedes D.C. 7 dated October 4, 1938, and D.C. 7A dated December 19, 1939, which are hereby cancelled. The principles set forth in these documents, however, may continue to be useful to the State Committees in advising districts, or to the District Governing Bodies themselves.

*H.E. Jones*